

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION TO MODIFY CHILD SUPPORT (“Simplified Process”)

STEP 1 MAKE THREE (3) COPIES* (4, if DES or DCSE is involved) OF THE:

- *Petition to Modify - Simplified Process*
- *Parent’s Worksheet*
- *Child Support Order*
- *Current Employer or Other Payor Information Sheet*

* If DES or DCSE is involved, you will also need an extra copy of the *Petition* and the *Parent’s Worksheet* to serve on the State, as described in **STEP 5** on next page.

STEP 2 Separate your papers into 3 sets* (4, if DES or DCSE is involved).

Set 1 for the Clerk of Court:

“Petition to Modify” (original + 1 copy)
“Parent’s Worksheet” (original)
“Child Support Order” (original + 2 copies)
“Current Employer Information Sheet” (original)
Two Self-Addressed Stamped Envelopes:

- 1 addressed to **YOU**, and
- 1 addressed to **the other party** so the Court can mail the decision

Set 2: Your Copy:

“Petition to Modify” (copy)
“Parent’s Worksheet” (copy)

Set 3: Other Party’s Copy:

“Petition to Modify” (copy for process server)
“Parent’s Worksheet” (copy for process server)

* Set 4 – to Serve on the State if DES or DCSE is involved.

“Petition to Modify” (copy)
“Parent’s Worksheet” (copy)
“Acceptance of Service” (original) (See **Step 5** on next page for more information on serving the State)

STEP 3. GO TO THE CLERK OF COURT FILING COUNTER TO FILE YOUR PAPERS. You may file your papers from 8am to 5pm, Monday through Friday, at the following Superior Court locations:

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex

222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

Hand the originals and all sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, and return the stamped copies to you. The stamped sets of copies are now called "conformed" copies.

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self-Service Center for a list of current fees. If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral** (payment plan). Deferral applications are available (free) from the Self-Service Center.

STEP 4: MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your Copy.
- The Other Party's Copy
- The Copy for DES/DCSE, *if required*

STEP 5: SERVE THE PAPERS ON THE OTHER PARTY(IES). The papers may be delivered by the Sheriff's Department, a licensed process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery, or by **Acceptance of Service** as described in the "SERVICE" packet available from the Self-Service Center or the Internet at http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc_gn2.asp

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (**DCSE or DES**) involving the same children as in this case, notice of this action **must also** be given to the Attorney General's Office.

SERVING PAPERS ON THE STATE: (*if required*). The Office of the Attorney General (the "AG") will accept service by signing an "Acceptance of Service" form and returning the form **for you to file with the Court**. There are no court fees for serving the State with an *Acceptance*, as described below:

- (a) You may mail or personally deliver to the Office of the "AG" assigned to your case:
- a copy of the "**Petition to Modify Child Support**",
 - a copy of the "**Parents Worksheet for Child Support**", along with an
 - "**Acceptance of Service**" AND
 - a self-addressed, stamped envelope (*addressed back to you*).

A list of addresses for the AG's offices is available from the Self-Service Center or from the Internet at: www.superiorcourt.maricopa.gov/sscDocs/pdf/gniv-d.pdf

(b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, or

(c) You may mail all listed documents *and the envelope* to:

Office of the Attorney General
Child Support Enforcement Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005

Note: The State is not considered served until the AG's signed *Acceptance of Service* is filed with the Court!

Note: A party who is served with the papers *in Arizona*, whether a person or the State of Arizona (the AG / DCSE), has **20** days from the date of service to file a request for a hearing. A party who is served with the papers outside Arizona has **30** days from the date of service to file a request for hearing.

STEP 6: WAIT for the Court to let you know whether the Order was signed or the matter was set for a hearing. If a hearing is requested, a hearing or a conference will be scheduled. If no party requests a hearing, the Judge may grant or deny your request or may still schedule a hearing to obtain further information. If a hearing is scheduled, you will receive written notice of the date, time, and location.

If a hearing or a conference is scheduled:

- Attend
- Be On Time
- Dress Neatly
- Write down the date, time and location.
- Do NOT Bring Children to Court.